



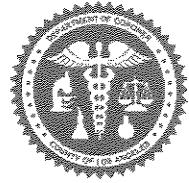
"Enriching Lives"

*Anthony T. Hernandez*  
Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF CORONER

1104 N. MISSION RD., LOS ANGELES, CALIFORNIA 90033



*Lakshmanan*  
*Sathyavagiswaran, MD*  
Chief Medical Examiner-  
Coroner

October 19, 2006

**Agenda Date: October 31, 2006**

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE PURCHASING AGENT TO EXTEND ITS  
STATUTORY EXPENDITURE LIMITATION AND ISSUE PURCHASE ORDERS TO  
VARIOUS VENDORS TO ALLOW THE CORONER TO CONTINUE RECEIVING  
MISSION-CRITICAL SERVICES  
(ALL DISTRICTS – 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Purchasing Agent to issue a confirming purchase order to Mortech Inc., for the period of July 1, 2006 to June 30, 2007, in the sum of \$12,000, to permit the Department of Coroner to continue receiving mission-critical autopsy cart maintenance services until the Department of Coroner returns to your Board with a contract for these services.
2. Approve and authorize the Purchasing Agent to issue confirming purchase orders to Hideo Itabashi, M.D. and Anthony Verity, M.D. neuropathology consultants, for the period of July 1, 2006 to June 30, 2007, in the sums of \$60,000 and \$20,000, respectively. This will permit the Coroner to continue receiving mission-critical neuropathology consultant services until the Department of Coroner returns to your Board with a contract for these services.

**Accreditations:**

*National Association of Medical Examiners*  
*California Medical Association-Continuing Medical Education*  
*Accreditation Council for Graduate Medical Education*

*American Society of Crime Laboratory Directors*  
*Peace Officer Standards and Training Certified*

3. Approve and authorize the Purchasing Agent to issue a confirming purchase order to Accu-med Transcription, for the period of July 1, 2006 to December 31, 2007, in the sum of \$90,000, to permit the Coroner to continue receiving mission-critical medical transcription services until the Department of Coroner returns to your Board with a contract for these services.
4. Approve and authorize the Purchasing Agent to issue a confirming purchase order to Gregory Atkins, Embalmer, for the period of July 1, 2006 to June 30, 2007, in the sum of \$25,000, to permit the Coroner to continue receiving mission-critical embalming services until the Department of Coroner returns to your Board with a contract for these services.
5. Approve and authorize the Purchasing Agent to issue confirming purchase orders to Pathology Inc. and Cyto-pathology Diagnostic Center, Inc., for the period of July 1, 2006 to December 31, 2007, in the sums of \$60,000 and \$150,000, respectively. This will permit the Coroner to continue receiving mission-critical histopathology services until the Department of Coroner returns to your Board with a contract for these services.
6. Approve and authorize the Purchasing Agent to issue confirming purchase orders to Quest Diagnostics and NMS Laboratories, for the period of July 1, 2006 to June 30, 2007, in the sums of \$20,000 and \$25,000, respectively. This will permit the Coroner to continue receiving mission-critical specialized drug testing services until the Department of Coroner returns to your Board with a contract for these services.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to enable the Coroner to avoid the interruption of mission-critical services, and to pay for services totaling \$46,859.53 for expenditures incurred since the beginning of this Fiscal Year. These services are:

1. Autopsy Cart Maintenance Services
2. Neuropathology Consultant Services
3. Medical Transcription Services
4. Embalming Services
5. Histopathology Services
6. Specialized Drug Testing Services

The Purchase Order process has specific statutory limitations pertaining to services, and the authority to contract for services beyond a specific dollar threshold rests with your Board. These identified critical services have reached the established ceiling amount authorized by statute, and Board approval is required for the continuation of these services.

Board approval of this recommended action will, on an interim basis, continue to permit the Coroner to utilize the abovementioned services while the Department completes the necessary bid processes and returns to your Board for approval and execution of first-time contracts.

It remains our steadfast commitment to be in full compliance with all policies and protocols relating to purchase orders and contracts administration.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The proposed recommendations further the Board approved County Strategic Plan Goals No. 1 (Service Excellence), Goal No. 3 (Organizational Effectiveness) in the internal operations of the Coroner and Goal No. 4 (Fiscal Responsibility) by facilitating the payment of invoices received and providing a provisional method for payment of these mission-critical services until new contracts are brought to your Board for execution.

### **FISCAL IMPACT/FINANCING**

The total projected cost of the purchase orders will not exceed \$462,000. Funding is currently available in this Fiscal Year's Final Budget and will be available in fiscal year 2007-08.

### **FISCAL AND PROVISIONAL/LEGAL REQUIREMENTS**

Applicable provisions of State Law and the County Charter give the Purchasing Agent the authority and responsibility to purchase all furnishings, materials, supplies, fixtures, equipment and all other personal property required by County departments. Concurrently, the Purchasing Agent authority includes the engagement of independent contractors to perform technical and professional services for County officers up to an aggregate cost of \$100,000.

Based on the need to maintain these critical services without interruption, the Department of Coroner is requesting Board approval to authorize the above listed purchase orders for Fiscal Year 2006-07 and in some cases the first half of Fiscal Year 2007-08, with the vendors currently providing these services under the purchase order process. The County's standard terms and conditions issued under the purchase orders will remain in effect.

Of the \$462,000 in requested purchase orders, \$46,859.53 will go towards the payment of invoices received in July and August of this Fiscal Year.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of this action will allow the Coroner to effectuate the payment for ongoing mission-critical services as well as services received. Failure to approve this request will negatively impact the Department of Coroner's relationship with these vendors and discontinue the ongoing services provided by these professionals.

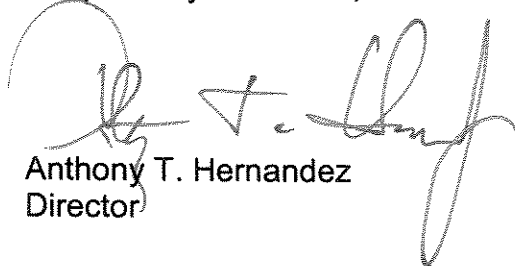
**CONTRACTING PROCESS**

The Department of Coroner will identify vendors through a bid process and will return to your Board with a recommendation to approve contracts with selected contractors for each of the services listed above.

**CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one (1) stamped copy of the approved Board letter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony T. Hernandez', is written over a large, faint circular stamp or watermark.

Anthony T. Hernandez  
Director

ATH/slg

c: Internal Services Department  
Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors (22)